

MINUTES OF REGULAR MEETING
SUGAR CITY COUNCIL
THURSDAY, OCTOBER 28, 2021

Presiding: Mayor Steven Adams
Meeting Via Internet and at City Hall Convened at 6:30 p.m.
Prayer: Councilman Dayley
Pledge of Allegiance: Councilwoman Nielsen

Present at City Hall and Online: Mayor Steven Adams; Councilors Joy M. Ball, Glenn Dayley, Connie Fogle and Catherine Nielsen; Clerk-Treasurer Wendy McLaughlin; City Attorney Chase Hendricks; Code Enforcement and Public Works Assistant Jon Turner; City Building Inspector and P&Z Administrator Quinton Owens; Planning & Zoning Chairman Dave Thompson; Citizen Tim Frogue, and others who may have joined electronically but not identified. Public Works Director Arlynn Jacobson was excused.

CONSENT AGENDA:

MOTION: It was moved by Councilwoman Ball and seconded by Councilman Dayley to approve the Consent Agenda; motion carried.

BACKHOE LEASE ROLLOVER OR BUY OUT: The Council voted in favor to roll over the backhoe lease for a new machine. Although the annual lease payment will be about \$4,000 more; the warranty coverage, better model, reliability, and needed cash flow to buy out the grader in two years tipped the decision in favor of a lease rollover. Buy out is \$65,000.

MOTION: It was moved by Councilman Dayley and seconded by Councilwoman Nielsen to approve a backhoe lease rollover. Thereupon, the Clerk called roll upon the motion.

Those voting aye: Councilors Ball, Dayley, Fogle, and Nielsen
Those voting nay: None

Motion carried.

PUBLIC WORKS REPORT: Code Enforcement Officer and Public Works Assistant Jon Turner reported for Arlynn Jacobson on the following items:

SCADA: one more part is needed to complete the SCADA system by next Friday.

Tank Leak: divers will install plugs tomorrow in the new tank in order to help trace where the water is leaking out.

Pump House Tour: the Council is encouraged to take a tour of the new pump house.

Old Farm Estates Huckleberry Lane: Huckleberry Lane was paved yesterday.

State Road Work: the mayor and council expressed concerns about whether the state will be able to finish the road projects on the overpass and north of town on Highway 33 going east. Asphalt plants will shut down for the season in a couple of weeks. Concerns will be taken to the Rural Planning Organization (RPO) Meeting next week.

Resignation of Jon Turner: Jon Turner resigned last week effective November 5. The

Council gave him a round of applause as an outstanding employee. The city is looking for a new Public Works assistant and part-time Code Enforcement officer as two separate positions.

Campaign Signs: campaign signs cannot be posted in public right-of-ways or on city property. They can be posted on private property with permission of the property owner but must follow setback guidelines.

LOW INCOME HOME WATER ASSISTANCE PROGRAM (LIHWAP): Councilman Dayley recommended that the city not participate at this time in the Federal Government COVID funding program for low income water assistance for the following reasons:

- Citizens struggling to pay utilities before and after COVID pandemic remained about the same
- COVID Water Assistance Funding is temporary
- City procedures to collect on delinquent water bills are working
- Additional hours for office staff to administer the program

If things change and there is a need the council will review the option.

RESOLUTION NO. 2021-7: (A Resolution to Append Financial Policies and Procedures to the City Personnel and Policies Manual) –

MOTION: It was moved by Councilwoman Nielsen and seconded by Councilwoman Fogle to approve the resolution to append financial policies and procedures to the City Personnel and Policies Manual as Appendix B as written; motion carried.

Thereupon, the Mayor declared the motion passed. A copy of said resolution is attached hereto marked “Attachment 1”.

PUBLIC COMMENT: No report.

PLANNING & ZONING REPORT: Chairman Dave Thompson reported on the following items:

Planning and Zoning Meeting: the commission approved the recommendation from Design Review on two buildings in the Business Park on 180 Sugar Avenue and 473 Business Loop. The property owner on 180 Sugar Avenue has two adjacent lots and plans to build a second building in the near future. Planning and Zoning has given him three years to complete the second building or landscape the second lot.

Training New Commission Members: a 1.5 hour training session was combined in the last meeting for two new members of the commission. Teton City Planning and Zoning attended as well.

Dark Sky & Buffering: is ready to set for public hearing.

Public Hearing Complications: the commission felt “pushed” in their public hearings for Old Farm Estates and feel that problems with signing the documents could have been avoided.

Impact Area Expansion: Mr. Thompson and Development Specialist Kurt Hibbert have been working with both Salem residents and Teton on growth and how to move forward. The City of Rexburg already has an impact area expansion plan into the Salem area before the County Commission. Listed are some of the items Salem residents would like:

- Impact area would follow school district boundaries and not the City of Rexburg’s desired boundaries

- Salem residents would decide future growth
- Municipal Code for Salem to be included with City of Sugar City's Municipal Code

Sugar City desires to:

- Work together
- Protect citizen rights
- Direct expansion of impact area
- Respect property owner's opinions
- Define commercial district along Hwy 20 (top priority)
- Update Comprehensive Plan and City Code

GENERAL BUSINESS:

Mayoral Appointments: No report.

AIC Fall Training: Councilwoman Ball and Councilman Dayley will be attending the Association of Idaho Cities Fall Training classes November 15.

P&Z Training: ICRMP Jim McNall will teach a Planning and Zoning class November 15, 6:30 pm here at City Hall. The City of Teton and Newdale are also invited.

Future Council Meetings: The Council will hold their next meeting on Wednesday, November 17 instead of Veteran's Day, Thursday, November 11.

CALENDARED ITEMS:

Third Discussion: Parking Regulations (Unlawful Use of Streets, Street Sweeping Parking Ordinance): City Attorney Chase Hendricks will add a towing provision to the proposed Parking Regulations Ordinance for the council to review at the next meeting.

MAYOR AND COUNCIL REPORTS

Business Park Committee: Planning and Zoning Administrator Quinton Owens reported that the city has sold more than 18 lots in the Business Park and therefore two lot owners are eligible to join the Business Park Review Committee with full voting powers and authorities until all lots are sold. The lot owners want more of a business park instead of an industrial park.

Historic Preservation Commission: Councilwoman Joy Ball reported on the following activities of the Historic Preservation Commission:

- Created Facebook page (to be linked to city website)
- Created mission statement
- Seek permission to use logo designed by Ken Bowen for Facebook page
- Purchased "Past Perfect" software
- Joined two museum/historical associations
- Pursuing a place to house the museum and commission (Harold Harris will donate City Theatre portion of building – need to split building for a legal description which city code does not allow)

EXECUTIVE SESSION:

9:10 P.M. It was moved by Councilwoman Nielsen and seconded by Councilwoman Fogle to move into Executive Session pursuant to Idaho Code 74-206(1)(b), "(b) Evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee,

staff member, or individual agent”. The Council ruled Idaho Code 74-206(1)(f) “Communicating with legal counsel regarding pending/imminently-likely litigation” unnecessary for this session. Motion carried. Thereupon, the clerk called roll upon the motion.

Those voting aye: Councilors Ball, Dayley, Fogle, and Nielsen

Those voting nay: None

Thereupon, the mayor declared the motion passed.

9:50 P.M. The executive sessions ended for Idaho Code 74-206(1)(b). No decisions were made and there was no deliberation.

Mayor called the meeting back into session.

Councilwoman Nielsen made a motion for adjournment. Meeting adjourned at 9:50 p.m.

Signed: _____
Steve Adams, Mayor

Attested: _____
Wendy McLaughlin, Clerk-Treasurer